## **O**schoolwires

## How-to Create a Photo Gallery

- Sign-in to Schoolwires
- Navigate to Site Manager
- Olick the Tools tab
- Select Photo Galleries



	Files & Folders Organize the file and folders used in your section.
E	Forms & Surveys
1	Create and manage forms and surveys for use in your section.
TA	Directories and Lists (MiniBase)
-	Photo Galleries
	Create and manage photo galleries for use in your section.
h	Section Reports
	view your sections reports.

New Photo Gallery

Manage Photo Galleries Existing Photo Galleries are listed below.

Olick the New Photo Gallery button

0	Add desired information such as
	Gallery Name, Description, Photo
	Delay, Fade Style, Gallery Width
	and Background Sound File

Olick Save

Gallery Name: *	
Name of Gallery	
Gallery Description:	
Add a description to this area.	100
3 Fade Style: Complete Fade • Gollery Width:	
300 Pixels	
You may only set the width on a new photo gallery. You cannot edit the width	<b>1</b> .
Background Sound File or URL: 🚱	
	Browse

Click the Photos button next to the desired Photo Gallery

Manage Photo Galleries Existing Photo Galleries are listed below.						
Title	Description	Last Published				
TCEA06 Slideshow		2/24/2007 8:13:17 PM	Photos	Edit	Tag	Delet
Multimedia Mayday		5/16/2007 12:03:34 PM	Photos	Edit	Tag	Delet
PhotoGallery	This photogallery is all about dogs!	1/29/2008 2:56:23 PM	Photos	Edit	Tag	Delet
TCEA 2008 Website		2/6/2008 4:59:30 PM	Photos	Edit	Tag	Delet
Galary Evarrola	This is an example of how to create a Photo Gallery in Schoolwires		Photos	Edit	Tag	Delete

To upload one to a few photos at a time, click the Upload Photos button. To upload many photos at a time, click the Batch Upload Photos button.

load Photos	Batch Upload Photos	Publish Gallery	Sort Photos		
ana Dhataa					
age Photos		and backets			
age Photos og Photos for the	'Gallery Example' Gallery are list	ted below.			
Inage Photos ting Photos for the	'Gallery Example' Gallery are list	ted below.			
anage Photos sting Photos for the	'Gallery Example' Gallery are list	ted below.		Titla	Description

Follow the steps in the wizard to upload images by clicking on the Next buttons. When the end is reached, click the Finish button.

The steps for uploading one to five images at a time:

- 1. Browse to locate each image
- 2. After all images are found, click the Next button
- 3. When all desired image file names display, click Finish. Click Upload more files if more images are desired.

X Step 1 of 2 Browse for the lifes on your computer or network that you with to upload.	Step 1 of 2 Browne for the fles on your computer or network that you wish to upload.	X Step 2 of 2 File upload complete.
Nou must upload files that are in the PCG or IPEG file format.      Decome      Decome      Decome      decome      Decome      Recet > Cancel      Cancel	Vou must upload files that are in the JPG or JPEG file format.	File saved and thumbhail created: <i>Devert_Lindicage.jpg</i> File saved and thumbhail created: <i>Devert_Lindicage.jpg</i> File saved and thumbhail created: <i>Alchum_Levers.jpg</i>

The steps for uploading many images at a time:

- 1. Click the Add Files button
- 2. Browse to select all desired images
- 3. Click the Add Files button
- 3. When all desired image file names display, click Finish. Click Upload more files if more images are desired.

dd File(s) Remove File(s)				
			Title	Description
Uphard Flic(s) Family (d) fyou are unable to aphode you may no Download the lastest have play to base	Look jit.	Sampla Pictures Amerikag Innicicipag Innicicipag Innicicipag Innicicipag Innicicipag Innicicipag Attivutag Innicicipag Innicipag Inn	Eventsis: 404/07p	<ul> <li>A</li></ul>
	File Barne: Files of Jype:	lis jpg" "Humpback Whale jpg" "Onys Customized	Antelispe jpg" "Teco Toucan jpg" "Tree jpg" "Wat	Add files Cancel

	Remove File(s)	
List Details	(3) Tree	
File saved and thumbra	ail created. Graam San Tuntia ing	P
File saved and thumbn	ail created Hunwback Whale ipg	
File saved and thumbna	ail created: Onyx_Antelopa.jpg	
File saved and thumbra	ail created: Toco_Toucan.jpg	-
File saved and thumbna	ail created: Tree.jpg	1
	ail created: Waterfall.jpg	
file saved and thumbn		
file saved and thumbn		
upload File(s)	Finish	

All photos will be displayed as shown.

load Photos	Batch Upload Photos Publish Gallery Sort Photos		
nage Photos ing Photos for the	'Gallery Example' Gallery are listed below.		
	Title Description		
	Adjust Autum_Leaves.jpg	Edit	Delete
No.	Adjust Creek.jog	Edit	Delete
	Adjust Desert_Landscape.jpg	Edit	Delete
in the	Adjust Dack.jog	Edit	Delete
	Adjust Forest_Flowers.jpg	Edit	Delete
	Adjust Forest.jpg	Edit	Delete
***	Adjust Frangpani_Rowers.jpg	Edit	Delete
A des	Adjust Garden.jog	Edit	elete
1.00	and a Case for Talk in		-

- Images may be adjusted by clicking the Adjust button.
- Click the Apply & Save button when finished.



- Images may be edited by clicking the Edit button.
- Make any desired edits and click Save.

Edit Photo Information Edit the information for the photo below.	
Photo Name: * Orange Daisies Photo Description:	
Taken on our field trip to the gardens.	×
Save	

Any adjustments and edits made will be displayed in the Manage Photos window. Note: Any amount of adjustments and edits may be made. If the image is no longer desired, click the Delete button.

Adjust Orange Daisies	Taken on our field trip to the gardens	Edit Delete
<ul> <li>To sort photos, click the Sort button</li> <li>Click and drag images to desired sequ</li> <li>Click Save when finished Note: To view images at a larger scal</li> </ul>	Uence. Upload Photos Ba	allery Example <sup>*</sup>
zeen: 10%	Sort Photos Sort Photos Example' Galery below.	
Terre Count	to here	

When images have been adjusted, edited and sorted as desired, click the Publish Gallery button. Note: A Published Successful window will appear to indicate the gallery has been published and is ready to be added to a Schoolwires page.



A display of the Gallery Name, Description (if given) and date and time of publishing will appear.

Gallery Example	This is an example of how to create a Photo Gallery in Schoolwires	5/2/2008 2:28:33 PM	PI	otos	Edit	Tag	Delete

If any additional editing is needed after publishing, click the Edit button.
 Note: It is possible to edit all features in the gallery with the exception of the size.
 To change that feature, the user must start over.

Gallery Name: *	
Gallery Example	
Galler	y Description:
This	is an example of how to create a Photo Gallery
Photo	Delay (seconds):
3	
Fade 5	Style:
Comp	loto Frida al
Galler	width:
300 P	xels
You may	only set the width on a photo gallery. You cannot edit the width.
Back	ground Sound File: @
No file	is attached.

To insert the Photo Gallery on desired Schoolwires page:

- Open desired page (Flex pages are recommended)
- Click the Insert Photo Gallery icon
- Navigate to locate the desired Photo Gallery
- Click the Insert Gallery button Note: The Tag (coding) for the Photo Gallery will appear on the webpage



- To view Photo Gallery, go to webpage in browser (Internet Explorer)
- Use the Photo Controls and Audio Guide buttons located on the published slideshow to adjust viewing
- Second Enjoy!



